

Subject: ABOLISHNING POSITIONS

REFERENCES	SECTIONS
Human Resources Policy Memos http://hr.dgs.ca.gov/DGSManual/TOC/default.htm	00-024
Classification and Pay (C&P) Guide	100, 111
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm	GC: 12439
Personnel Management Policy and Procedures Manual (PMPPM)	100.5, 100.10
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd/ppm/index.shtml	C 313
Responsible Control Agency and Program	State Controller's Office (SCO) Department of Finance (DOF)
State Administrative Manual (SAM) http://sam.dgs.ca.gov/default.htm	6445

Abolishing Positions

Definition/ Explanation

There are three methods of abolishing a position. These methods are:

- Positions that have been continuously vacant for six consecutive monthly pay periods during the preceding fiscal year shall be automatically abolished by the State Controller's Office (SCO) on July of each year. ***Continuously vacant includes, but is not limited to, leave of absence, disability pending retirement, adverse action, etc.*** (A written notice to the Director of Finance must be submitted to continue those positions that are vacant due to the reasons stated above.)
- The DGS may prepare a "board item" to abolish department-specific classifications that are no longer used.
- The Department of Personnel Administration (DPA) performs an annual classification abolishment review. Using a list of classes provided by the SCO, this process involves a review of civil service classes which have been vacant for the last 18 months and no further use is anticipated. (Departments are surveyed for their input and classes identified are proposed for abolishment using the "board item" method.

Policy

It is the policy of the DGS that all vacancies are filled on a timely basis and/or monitored to avoid the loss of a position due to the inability to fill in a timely manner. Additionally, it is the responsibility of the DGS to timely abolish department-specific positions which are no longer viable.

Process There are three methods to abolish a position; therefore, there are three separate processes.

Positions Abolished by SCO:

The SCO sends two copies of the vacant positions report to the DGS in late July. All positions on this listing will be automatically abolished by SCO on July 1. An OHR-25 is prepared by the Office of Fiscal Services (OFS) Budget Office and sent to the Personnel Transactions Unit (PTU) for processing.

Positions Abolished by DPA:

Using a list of classes provided by the SCO, the DPA process involves a review of civil service classes which have been vacant for the last 18 months and no further use is anticipated. Following input from departments, the DPA prepares a board item, which is submitted to the State Personnel Board (SPB) for action. Upon adoption by the SPB, a DPA pay letter is released indicating the action to be taken. From the pay letter, OFS prepares the OHR-25 and forwards to PTU for processing.

Positions Abolished by DGS:

The Classification and Pay (C&P) Analyst prepares a board item for the abolishment of a department-specific class, which is submitted to the DPA and SPB simultaneously. Upon adoption by the SPB, DPA releases a pay letter regarding the action. From the pay letter, OFS prepares the OHR-25 and forwards to PTU for processing.

Attachments [STD 607](#), [OHR-25](#), [Procedures to Abolish/Establish Positions](#)
